

# FINELINE

JUNE 2008

Great Salt Lake Photo courtesy Utah Office of Tourism (Frank Jensen)

[www.finance.utah.gov](http://www.finance.utah.gov)

*A Utah Department of Administrative Services, Division of Finance monthly communication service*

## Kickoff for Financial Transparency

Many of you are aware of Senate Bill 38 that passed in the 2008 legislative session. This bill requires the Division of Finance to create and administer the Utah Public Finance Website (UPFW) by May 15, 2009, with the technical assistance of DTS and under the guidance of the Utah Transparency Advisory Board (Board). The website is to contain public financial information accessible to the public free of charge. Just think of it as a data warehouse for the public.



The Board held its first meeting on June 3, and we appreciate representatives from various agencies that were in attendance. The Board consists of the following seven members:

Chair: Jonathan Ball, Legislative Fiscal Analyst  
Vice Chair: John Nixon, Director, Governor's Office of Planning and Budget  
Members: John Reidhead, Director, State Division of Finance  
Stephen Fletcher, Director, Department of Technology Services  
Wayne L. Neiderhauser, Utah State Senate  
Kenneth W. Sumsion, Utah State House of Representatives  
Myron March, Deputy Court Administrator, Courts

Transparency is becoming a national movement and at the board meeting, the Division of Finance presented some of the other state's transparency websites and proposed what data might be put on the UPFW.

One of the key decisions the Board will need to make is how much detail should be on the website. Should the data be broken out by line item and appropriation unit? Should it go down to the unit level within the department? Should the accounting line description be posted on the website? What information is considered private under the law that should be excluded? The Board focused much of its discussion on these questions and requested additional information before these decisions are made.

The Division of Finance strongly recommended and will continue to recommend that the accounting line item description not be posted on the website because that field is used in various ways by agencies and we cannot guarantee it excludes private information for every transaction. However, we continue to recommend that agencies seek ways to record and track transactions without using private information in the line description. Keep in mind that transactions starting with FY 2009 are subject to this new law and may appear on the website.

We encourage agencies to be involved in this process and to provide their input. The next Board meeting is set for June 24<sup>th</sup> at 11:00 A.M in Room 415 of the Capitol. If you have any concerns or information that you would like to pass along to the Division of Finance regarding the UPFW, please contact John Reidhead at 538-3095 or Brenda Lee at 538-3102.

Kickoff for Financial  
Transparency

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# Help Desk FAQs

*by Ken Roner*

**Q.** I set up customers but still get customer account option errors on my RE transactions and sometimes the customer address won't carry over. Am I missing something when setting up the customer on the VCC?

**A.** These are common errors for customers. These errors can be avoided by filling out the VCC correctly and completely.

## What to do?

When you create a VCC for a customer, make sure that on the address line you check the Default Record field. This will automatically bring in the address for your customer on your RE document. Then you won't have to select the Address Code field like you do when selecting a non-default address.

When completing a VCC for customers, you need to go to the Customer Account section and fill it out completely making sure you include the Department (your department number), the Unit (use ALL - always) and the Billing Profile. If you do this, you will avoid the above errors. If you neglected to enter them, you can call the help desk and we will get you with the right person who can fix it after the fact.

## Fiscal Year and Period Required in Document Headers

Beginning Saturday, June 7, we are setting FINET to require the user to enter the fiscal year and period in the document header. Both fields must be filled in when the document is created or modified online or the document will not validate.

Our goal is to ensure all documents post to the correct fiscal year, especially that FY08 cash receipts, payment vouchers, and ITI/ITAs, post to FY08, even if they are approved in July and August. This requirement will eliminate accruals that were necessary last July.

Please follow these instructions.

1. Begin the habit of entering fiscal year and period on all documents that include those fields on their headers. A VCC is a good example of a document that does not include these fields.
2. DO NOT enter a budget fiscal year in the header. FINET will fill it in with a default value based on the fiscal year.
3. DO NOT enter the budget fiscal year, fiscal year, or period on the individual accounting lines of the document. FINET will fill in a default value based upon the header information.
4. From Saturday, June 7, through the end of August, entry of these fields will be enforced by FINET.

## What About Interfaces?

There will be no problem with interfaced documents without fiscal year or period in their headers, as the hard error message will be overridden at the time the files are loaded. If an interfaced document rejects and requires manual intervention, FINET will then require the two fields to be entered before the document will validate.



# June Budget & Accounting Officers Meeting & Fiscal Yearend Training Sessions

Don't forget about the fiscal yearend Budget and Accounting Officers meeting scheduled for **1:30 p.m. on June 19** at the State Office Auditorium. Public parking is available on the east side of the Capitol complex. If you choose not to attend in person you may participate via remote broadcast. Please call the Division of Finance at 538-3082 to register for one of the limited number of remote connections. You will receive further instructions via email.

Fiscal yearend training will be scheduled for **Monday, June 23** for the classes listed below.

**Location:**

- State Office Building, Room 2108 (Division of Finance Training Room)
- Your location via iLinc our remote training software.

**Registration:** Call the Division of Finance at 538-3082 and tell the receptionist if you want to attend in person or remotely. Please reserve early—seating is limited.

**Note:** The sessions will be recorded and made available from the Division of Finance web site. We will send a list server message when those are available.

 **Cash & Investment Monitoring Process (1 ½ hrs)** **8:00 – 9:30 a.m.**  
*Instructor: Deborah Memmott*

This course will cover the policy governing investment of funds and the basic process of monitoring cash and maximizing interest earned on PTIF investments. It is intended for those responsible for PTIF accounts with little or no experience in cash and investment monitoring. It would also be beneficial for those that have new funds with the authority to earn interest that currently do not earn interest.

 **Cash & Investment Monitoring Process (1 ½ hrs) (Repeat Session)** **9:45 – 11:15 a.m.**

**Closeout Schedules and Closing Process (1/2 hr)** **11:30 – 12:00 noon**  
*Instructor: Gene Baird*

This course will cover the closing schedule and budget closing issues for Agency Budget and Accounting Officers. It is intended only for those responsible for yearend budget closing and reporting.

**JVYE Accrual Transaction Process (1/2 hr)** **1:00 – 1:30 p.m.**  
*Instructor: Larry Simpson*

This course will cover the basics of creating and entering a yearend JVYE type transaction into the FINET system. It is intended for those who enter these transactions into the FINET system.

**Yearend Revenue Accounting (1 hr 15 min)** **1:45 – 3:00 p.m.**  
*Instructor: Gary Morris*

This course will cover the yearend process for cash receipts, cash cutoff, accounts receivable, deferred revenue, and inter-agency billings. It is intended for those responsible for cash receipts and revenue accounting.

**Yearend Expenditure Accounting (1 hr 15 min)** **3:15 – 4:30 p.m.**  
*Instructor: Lynda McLane*

This course will cover purchasing transactions, petty cash cutoff, accrued expenditures, prepaid expenditures, and inter-agency transactions. It is intended for those who process purchasing transactions and for those who pay bills or are responsible for expenditure accounting.



## Selected Fiscal Year-End Dates

June 11	Agencies can run the open purchase order report A640 in the Data Warehouse. <b>Please note that this report will no longer be handed out at the B&amp;A Officers meeting.</b>
June 11	Agencies review REs in FINET for accuracy. Write off uncollectible receivables, correct or remove invalid receivables, and update allowances for doubtful accounts in FINET (prior to close out on August 15).
June 13	CBCT closed and changes given to Payroll.
<b>June 19</b>	<b>Budget and Accounting Officers Meeting held at the State Office Building Auditorium.</b>
June 28	NEW year salary and benefit rate changes go into effect. Changes will be reflected on the July 25 paycheck.
June 30	Update Resource Control Access Facility (RACF) security log on ID records for changes in ELCID codes. If this is not completed then you will not have access to run your mainframe jobs.
June 30	Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date, enter cash receipts in FINET on a NEW year CR document with budget FY 09 and accounting period 01.
June 30	CBCT is copied to ELCID for DTS and FY09 processing.
July 1	ELCID is reopened in FY09 for agency entry.
July 1	All NEW Year activity is entered in FINET.
July 1	First day you can enter yearend JVYE accrual entries.
July 3	Last day to post OLD year FINET documents for June reports.
July 7	FINET June month-end reports AM31 and AM65 available on the Division of Finance's webpage.
July 11	Single Audit Summary Schedule of Prior Audit Findings due back.
July 11	Cutoff for July OLD #1 FINET month-end reports.
July 14	July OLD #1 month-end reports AM31 and AM65 available on the Division of Finance's webpage.
July 18	Lease information due back to the State Fixed Asset Accountant. June OLD year fixed asset reconciliations due to State Fixed Asset Accountant.
July 25	OLD year cash recording cutoff. For adjustments after this date, please contact Cindy Robinson at 538-3126.
July 25	OLD year check cancellation cutoff.
July 25	Last day to process all OLD year petty cash reimbursements.



- July 25 Cutoff for July OLD #2 FINET month-end reports.
- July 25 Process all OLD year internal transactions (ITI/ITA) by this date (after this date, seller agency must notify buyer agency's main budget officer).
- July 28 Division of Finance distributes Closing Schedule #1 (includes non-budgeted line items).
- July 28 July OLD #2 month-end reports AM31 and AM65 available on the Division of Finance's webpage.
- Aug 1 RECOMMENDED last day to make ANY OLD Year Payments in FINET (POs, PDs, DOs, and GAEs. Old YEAR payments cannot be made after August 15.
- Aug. 4 Final calculation of dedicated credits lapsing amounts.
- Aug. 5 Division of Finance distributes Closing Schedule #2 (includes non-budgeted line items).
- Aug. 8 July NEW Year month-end
- Aug. 11 July NEW FINET reports available on Data Warehouse.
- Aug. 15 Agency Closing Schedules are due back to Gene Baird at the Division of Finance.
- Aug 15 Cutoff for July Old #3 FINET month-end reports.
- Aug 18 July OLD #3 month-end reports AM31 and AM65 available on the Division of Finance's webpage.





## What's going on with FINET training in June

Like all of you we are getting ready for fiscal year 2009. For the trainers this means rebuilding all of our training data so that the instructor-led class exercises work and provide the correct training experience.

### During June

We will make the following changes to our usual schedule:

- No instructor-led classes
- No Friday morning practice classes

Please do the following:

- Complete the on-line courses – read the materials and view the demonstrations
- Add your name to the waiting list for the desired classes. We will email you directly when the desired class is scheduled in July.

### During July

We will be back to our full schedule of instructor-led classes and Friday morning practice classes. We will publish our July class schedule on the Division of Finance web site and in the FineLine.

## Making FINET Help Desk More Effective

### Surveys

The Help Desk staff is now sending out a survey to a sample of callers each week. The survey takes only a couple of minutes and provides us with valuable information to help us be more effective. If you receive a survey please take a moment to complete it.

### Messages

When the help desk is busy the telephone system allows you to leave us a message so we can call you back. Most of you leave detailed messages that allow us to do the research and call you back with the answer. Then, if you are unavailable when we call back, we can leave you a detailed answer to your question on your voice mail. This saves you time because you will likely not need to call us back. This saves both of us a lot of “telephone tag” time.

Some of you leave a less detailed message such as “this is (name) call me back”. When we get these messages we are unable to solve the problem before calling back. It takes longer to get the problem resolved.

Suggested information to leave on the Help Desk voice mail

- Your first and last name (we don't always recognize your voice)
- Your department (believe it or not some of you share the same name.)
- Phone number for call back
- An explanation of the problem and/or the error message
- Document number including the document code, department number, and document ID. (e.g. GAX 100 81234567890)

If you leave this information we can most often get back with you and have the answer ready, saving time for both of us.





## C O R N E R

**There will be no June FINET Classes.  
You may put yourself on the waiting list  
for any of the classes offered in July  
and you will be added when the  
schedule has been finalized.**

**TO REGISTER FOR JULY COURSES:**

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.

